



Name of Child Development Facility: _____

Child Development Center Staff and Volunteer Information**Please complete this Child Development Center Staffing Pattern and return it with the Licensure Renewal Application**

Staff Name					
Job Title					
Years of Experience					
Date of Hire					
Check (✓) one of the following for Director					
MS/MA in ECE or related field, 1 yr exp.					
BA/BS in related field; +12 credits ECE, 1 yr					
2+ years college w/ coursework in ECE or related field w/ 5 yr exp.					
9 credit hours ECE prior to July 1, 1978					
Check (✓) one of the following for Teacher					
BS/BA w/ 15 credit hours in ECE					
2+ yrs college w/ 15 credit hours ECE, 1 yr					
HS Diploma/GED 9 credits ECE prior to July 1, 1977					
Child Dev Assoc (CDA) Expiration Date					
Check (✓) one of the following for Assistant Teacher					
2+ years college					
High School Graduate Year:					
Where applicable, complete information below on all staff including Aides, Cooks, Bus drivers & Volunteers					
Health Certificate Date of Exam					
Employee Health Info. Form (✓)					
Employee Appointment Form (✓)					
First Aid Certification Expiration Date					
CPR Certification Expiration Date					
Food Handling Certificate #ID & Expiration Date					
Valid Drivers License #ID & Expiration Date					
Last Vehicle Inspection Date					

RETAIN A COPY FOR YOUR RECORDS